

MEMORANDUM



Date : 02 March 2007
To : All Manning Agencies
From : Nonimmigrant Visa Unit – Seafarer Team
Subject : **Clarification: DS-157 Form and Substitution**

Greetings!

This memorandum is meant to clarify the memorandum sent on February 20, 2007.

We have been getting many inquiries on the following statement: *"Many applicants are presenting seafaring officers with DS-157 supplemental forms that have been whited-out or have crossed out answers. Applicants are telling seafaring officers that their DS-157 supplemental forms belonged to another applicant and that their agencies just whited-out the answers and inserted their information. This is unacceptable."*

We now realize that manning agencies have been whiting-out answers on the DS-157 supplemental form because the U.S. Embassy in Manila allows applicant substitution in the Visa Point appointment system. Therefore, the DS-157 supplemental form (which has already been paid for and validated at the bank) is used for another applicant. The U.S. Embassy in Manila will continue to allow applicant substitution and the reuse of the DS-157 Form. Our policy has not changed, and we apologize for any confusion.

In order to allow applicant substitution and to help seafaring officers, we are now requiring manning agencies to X-out the information on the old DS-157 supplemental form instead of whiting-out the answers. We are also requiring that a blank DS-157 supplemental form be used by the new applicant. By X-ing out the information, manning agencies can continue to substitute an applicant and reuse the DS-157 supplemental form that they have already paid for at the bank. The blank DS-157 supplemental form will allow the new applicant to have a clean document. This will also help seafaring officers because the information presented at the time of interview will be neater and easier to read. We strongly recommend that applicants use black pen or type the information on the blank DS-157 supplemental form. Accuracy and neatness reflect positively on the applicant and the manning agency.

We hope that this memorandum clarifies our policy and makes the visa application process better.

Thank you for your cooperation.

Seafarer Team
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U.S. Embassy Manila